Arizona Government University

www.azgu.gov

Course Catalog
Summer 2003

July - August 2003

eLearning is available through Arizona Government University
for the following classes:

WILEY CPA PREP

AFIS OVERVIEW/CONCEPTS

AFIS ACH PROCESSING
(American Clearing House)

AFIS CONTROL-D

AFIS BUDGET LOADING

AFIS TRAVEL

AFIS TRANSFERS

AFIS TRANSACTION ENTRY

AFIS DATA QUERY

AFIS INQUIRY & REPORTS

AFIS FIXED ASSETS ENTRY

ADIS FIXED ASSETS MAINTENANCE

Register at http://www.stars.azgu.gov/login.asp (see page 7 for instructions)

Another Option
These eLearning courses can be taken at
AzGU's Computer Lab at 100 N. 15th Avenue, Suite 102
If you have questions, Call Arizona Government University at
602.542.6229 or 602.542.5604.

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<u>WHAT'S NEW IN TRAINING</u>

Register for all Arizona Government University (AzGU) at our website, www.azgu.gov

Arizona Government University (AzGU) has a new registration program named STARS (State Training And Registration System). Every State employee now has a personal training record. To locate yours, obtain you Employee Identification Number (EIN) from your agency training manager. Call the registrar for more information. 602-542-6229.

Mandated Leadership (Basic Supervision)
The following coursed are available for community college credit:

AZG111 G Styles of Supervision
AZG111 H Coaching Employees
AZG112 A Team Leadership and Development
AZG111 F Managing Employee Performance
AZG112 B Positive and Negative Employee Behavior
AZG100 A Ethical Issues in the Public Sector (if not previously taken)

Career Skills
Now available for all State employees (see pg. 15)

Community College Credit
Thirty-three (33) courses offered by AzGU are available for college credit at all 10 community colleges statewide. If the class you are registering for has an **AZG** number, it is a college credit class.

Facilitations
Have a need for a facilitation at your agency?
We provide professional facilitators who lead teams through process improvement, issues resolution, and information needs analysis.
Note: Minimal charges may apply.

CPM COURSES

The Certified Public Manager Program (CPM) is a nationally recognized management development program for public managers and supervisors. Over 20 states (including Arizona) and the federal government participate in the National CPM Consortium. The Consortium establishes accreditation requirements. This professional certification is designed to create thoughtful practitioners who apply useful managerial techniques to address public-sector challenges. The emphasis is on practical application.

Arizona Government University (AzGU) is now offering classes approved as feeder classes that will allow participants to transfer to Arizona State University (downtown campus) and complete the Certified Public Manager (CPM) Program.

CPA CLASSES

For the State's Accounting Community!!! CPA review and CPE access on line!!!!

Workforce Development is a critical component of AzGU. Employees can now access Wiley & Sons CPA review exam questions on line at no cost. This program includes over 2700 sample questions covering all parts of the CPA exam. AzGU has 10 licenses for this program, allowing 10 people at a time to log in and practice. If there is high demand, more licenses will be purchased. Simply choose Wiley from the AzGU STARS system or eCatalog, or call our Registrar at 602.542.6229 or 602.542.5604.

In addition, any employee who has an accounting related job function and is taking the CPA exam can purchase Micro Mash CPA exam review for only $250. Some departments are considering covering this for their employees, using tuition reimbursement funds or other funds. This specific program is normally $795. AzGU is working with the CFO's, the Comptroller and GAO to develop professional development policies.

AzGU is also working with strategic education partners to develop online courses including courses that count for the new 150 rule for CPAs; CGFM certification and an online version of CPA review exam course.

Leadership (Basic Supervision)

ARS §41-763, mandates that all supervisors and managers complete personnel management Leadership (Basic Supervision) training. These courses include: Styles of Supervision, Coaching Employees, Team Leadership & Development, Managing Employee Performance, Managing Positive and Negative Employee Behavior and Ethical Issues in the Public Sector. Each course, with the exception of Styles of Supervision has prerequisites, which must be met prior to taking the remaining courses. An exam is mandatory after each course has been completed. Please check the catalog for dates and times.

Registration Procedures & Cancellation Policy

You may register for classes in several ways:

A.   **ELECTRONICALLY**, on the web page at www.azgu.gov
     (see Electronic Registration below)

B.   **BY FAX,** at 602. 542.0462
     (use attached form on page 24 of this booklet)

C.   **BY TELEPHONE** at 602-542-5604

All classes are subject to change.

$75.00 will be assessed if the student does not attend or a cancellation is not made at least 2 working days prior to class. Contact the Registrar at (602) 542-5604 or fax your cancellation to (602) 542-0462.

All classes begin promptly at the assigned hour.

<u>Electronic Registration</u>

To register electronically, you will need your personal EIN (Employee Identification Number). Please call the Registrar's office to obtain your personal EIN number at (602) 542-6229 or 602.542.5604.

You will receive a confirmation email or letter (by fax) that includes class date, time and location. Please review your confirmation letter carefully to verify proper location. All class dates, times, and locations can be found at the Arizona Government University web site: www.azgu.gov

It is very important to include your email address with your supervisor's email address for proper processing.

Americans with Disabilities Act (ADA)

Arizona Government University's Training Division complies with the provisions of Title VII of the Civil Rights Act of 1964 and the American with Disabilities Act of 1990. To request special accommodations, please call 602.542.6229 or 602.542. 5604.

ARIZONA FINANCIALINFORMATION SYSTEM (AFIS)

ADAFIS101 1.0 AFIS OVERVIEW
Contact Hours: 4

Overview introduces the Arizona Financial Information System (AFIS). This includes the core system, the various modules and how they relate to each other, the security and input/edit/update (IEU) features, the flexibility to customize the system to accommodate your agency needs, and the basic elements used in data entry.
Prerequisites: None

Thursday, July 1, 2003   **8:00am – 12:00pm**

ADAFIS102 1.0 AFIS CONCEPS
Contact Hours: 4

Concepts teaches the participants how to use basic accounting information (invoices, purchase orders, etc.) to prepare the data entry forms. The primary data elements are discussed in detail.
Prerequisites: AFIS OVERVIEW

Thursday, July 1, 2003   **1:00pm – 5:00pm**

ADAFIS 103 1.0 AFIS TRANSACTION ENTRY
Contact Hours: 4

The participants learn how to navigate through the Arizona Financial Information System (AFIS) by utilizing the "Link To", "Help" and "Interrupt" features. They will have practice in entering various types of transactions (encumbrance, claim and deposit) and learn how to release the batch for processing. The procedures for correcting errors, out-of-balance situations and adding transactions are also covered.
Prerequisites: AFIS Overview/Concepts

Thursday, July 3, 2003   **8:00am – 12:00pm**

ADAFIS 104 1.0 AFIS TRAVEL
Contact Hours: 4

This class discusses the In-State and Out-of-State travel claim process by completing travel claims, entering travel transactions into AFIS, and reviewing/releasing travel claims for processing. This course is required to obtain authorization to release travel claims in AFIS.
Prerequisites: AFIS Overview/Concepts and AFIS Transaction Entry

Thursday, August 21, 2003   **8:00am –12:00pm**

ADAFIS 105 1.0 AFIS AMERICAN CLEARING HOUSE (ACH) PROCESSING
Contact Hours: 4

This class is required to obtain authorization to process ACH transactions in AFIS. The participants learn the steps to the payment cycle to process a direct deposit payment to a vendor. The ACH Authorization Form (completed by the vendor) is discussed with emphasis placed on the required information. The class reviews the vendor screens on AFIS to determine if a vendor is approved to receive direct deposit payments and the process for returns and reversals when errors have been detected.
Prerequisites: AFIS Overview/Concepts and AFIS Transaction Entry

        Thursday, July 10, 2003   **8:00am – 12:00pm**

ADAFIS 202 1.0 AFIS BUDGET LOADING
Contact Hours: 4

The class reviews the concepts of appropriations and how they relate to agency budgets. Discussion of how the multi-purpose code field is used to determine the budgetary allotments that are calculated in AFIS. The participants will prepare budget transactions to be entered into AFIS.
Prerequisites: AFIS Overview/Concepts and AFIS Transaction Entry

        Thursday, July 24, 2003   **1:00pm – 5:00pm**

ADAFIS 302 1.0 AFIS TRANSFERS
Contact Hours: 4

This class is required to obtain authorization to release transfers in AFIS. Participants learn the uses of expenditure, revenue and operating transfer types to transfer cash to other State agencies (Inter-Agency), make transfers between funds within an agency (Intra-Agency), and to make corrections in AFIS. The proper procedures for Automated transfers are also facilitated.
Prerequisites: AFIS Overview/Concepts and AFIS Transaction Entry

        Thursday, August 7, 2003   **8:00am – 12:00pm**

ADAFIS 304 1.0 AFIS INQUIRY AND REPORTS
Contact Hours: 4

The participants learn the various on-line screens in AFIS and how they can be used to review financial information. The features to view information under various combinations (current year, prior year, current month, year-to-date, etc.) are practiced. Basic information on the various reports is provided as well as instruction in how to request them.
Prerequisites: AFIS Overview/Concepts and AFIS Transaction Entry

Thursday, September 11, 2003   **8:00am – 12:00pm**

ADAFIS 305 1.0 AFIS FIXED ASSETS ENTRY
Contact Hours: 8

This class focuses on entering descriptive and financial information on fixed assets purchased through the claims process. Participants will learn how to record repairs and maintenance to previous records and use the fixed assets subsystem to maintain information about inventory items. The methods used to record assets received through gifts and donations are also discussed.
Prerequisites: AFIS Overview/Concepts and AFIS Transaction Entry

Tuesday, August 5, 2003   **8:00am – 5:00pm**

ADAFIS 400 1.0 AFIS/HRMS CONTROL – D
Contact Hours: 4

Control-D is the application used to maintain the reports issued from AFIS and HRMS. The participants learn to navigate through the system to view and print reports. The retention period of when reports are archived is reviewed as well as the process to request the archived reports to be re-activated.
Prerequisites: None

Thursday, September18, 2003   **1:00pm – 5:00pm**

ADAFIS 402 1.0 AFIS DATA QUERY
Contact Hours: 4

This class is required to obtain access to the Data Query application. Participants explore the Guide Mode feature to create a data query from the beginning, utilize the edit features to make changes to existing queries, and review each of the major components of a Data Query (table criteria, sort and print). Some advanced features to Data Query are also taught such as the Dialog feature, creating a report from two tables, and calculating data.
Prerequisites: AFIS Overview/Concepts, AFIS Transaction Entry and AFIS Inquiry & Reports

Tuesday, September 16, 2003   **8:00am – 12:00pm**

ADAFIS 403 1.0 AFIS FIXED ASSETS MAINTENANCE
Contact Hours: 4

This class reviews how to maintain and update fixed asset records for such items as asset disposals, movement of assets between locations, recording depreciation, etc. The process used to reconcile fixed asset records and the reports available are discussed.
Prerequisites: AFIS Overview/Concepts, AFIS Transaction Entry, and AFIS Fixed Assets Entry

Tuesday, August 12, 2003   **8:00am – 12:00pm**

ADAFIS 404 1.0 AFIS VENDOR SET-UP
Contact Hours: 4

This class provides participants with guidelines on the proper procedures for establishing new vendors; updating vendor information and submitting completed forms to the General Accounting Office (GAO) for entry into AFIS. The class focuses on statewide uniformity and consistency in completing and submitting vendor forms, as well as ensuring the information is accurate.
Prerequisites: None

Tuesday, July 8, 200   **8:00am – 12:00pm**

EMPLOYEE DEVELOPMENT

ADORI100 1.0 NEW EMPLOYEE ORIENTATION
Contact Hours: 4

This class acquaints employees in State Service with their responsibilities as public employees, their rights as provided by the Merit System, their role in the Performance Appraisal for State Employees (PASE), and the Grievance and Discipline processes. Required for all employees with less than one year in State Service, and beneficial for those who want or need an "update." Ideally, new employees should attend during their first week of employment.
Prerequisites: None

Thursday, July 3, 2003	**8:00am – 12:00pm**
Thursday, July 17, 2003	**8:00am – 12:00pm**
Thursday, August 7, 2003	**8:00am – 12:00pm**
Thursday, August 21, 2003	**8:00am – 12:00pm**
Thursday, September 11, 2003	**8:00am – 12:00pm**
Thursday, September 25, 2003	**8:00am – 12:00pm**

AZG100A 1.0 ETHICAL ISSUES IN THE PUBLIC SECTOR
Contact Hours: 8

ARS 38-591 and 39-592 mandates this course. All state employees are required to take this course within six months of their date of hire. Basic ethical philosophies including ethics, integrity, professionalism, and public trust. Examination of differences in perceptions of ethical behavior. Overview of the "Value Profile", how it is formulated, and how values change. Covers the fourteen ethical standards specifically required for state employees and how to prevent impropriety in the public eye. Also includes causes for dismissal or discipline. Specific State of Arizona rules, laws and policies pertaining to ethical behavior and the proper action expected of an Arizona State Employee when faced with ethical dilemmas in government employment.
Prerequisites: None

Thursday, July 31, 2003	**8:00am – 5:00pm**
Thursday, September 4, 2003	**8:00am – 5:00pm**
Tuesday, September 16, 2003	**8:00am – 5:00pm**

(Employee Development con't)

AZG100B 1.0 DIVERSITY
Contact Hours: 8

Examines cultural differences among races and ethnic backgrounds and explores the different dimensions (new staff, seasoned staff, field staff, central office staff, etc.) of agency culture. Examines ways to develop positive interactions within the various agency dimensions, includes awareness and appreciation of the cultural styles and values of different groups of people as well as cultural communication. Also includes ways to manage diversity to strengthen an organization and enhance its competitive edge
Prerequisites: None

Monday, September 15, 2003   **8:00am – 5:00pm**

AZG100C 1.0 EMPLOYMENT LAW IN STATE GOVERNMENT I (ADA/FMLA)
Contact Hours: 8

This course gives an overview of the Americans with disabilities Act (ADA) and the Family Medical Leave Act (FMLA). Responsibilities of state employees to comply with these laws and to ensure others comply. Covers how to identify potential providers of accommodation services and the procedures for responding to both employee and customer accommodation requests
Prerequisites: None

Monday, July 21, 2003   **8:00am – 12:00pm**

AZG100D 1.0 EMPLOYMENT LAW IN STATE GOVERNMENT II (EEO/AA)
Contact Hours: 8

Overview of biased and prejudicial behavior, and how it affects an organization. Examination of Equal Employment Opportunity (EEO) and Affirmative Action (AA) laws. Addresses the legal meaning of these laws as well as the roles and responsibilities of supervisors, managers and employees to comply with the laws and state policies.
Prerequisites: Employment Law In State Government I

Thursday, July 24, 2003   **8:00am – 12:00pm**

AZG100E 1.0 PREVENTING SEXUAL HARASSMENT
Contact Hours: 4

This course covers legal criteria for sexual harassment and the types of behavior that meet the legal criteria for sexual harassment. Included are possible strategies/responses employees can use to respond to and discourage the non-acceptable actions, behaviors, or communication of others. Includes state agency sexual harassment policies and guidelines, and categories of sexual harassment. This course covers the process for filing a sexual harassment complaint, and a general employee grievance, as well as options and resources available to employees when filing a complaint of sexual harassment. Also, included is a discussion regarding the "Equal Employment Opportunity Commission Charge Process".
Prerequisites: None

Wednesday, July 2, 2003	**8:00am – 12:00pm**
Friday July 18, 2003	**8:00am – 12:00pm**
Thursday, August 7, 2003	**1:00pm – 5:00pm**
Friday, August 22, 2003	**8:00am – 12:00pm**
Monday, September 8, 2003	**8:00am – 12:00pm**
Friday, September 26, 2003	**8:00am – 12:00pm**

AZG100F 1.0 WORKPLACE VIOLENCE
Contact Hours: 4

Domestic and workplace violence awareness, prevention, and reporting procedures. Includes sources of workplace violence incidents, and economic impact of workplace violence. Examination of violent behavior including reasons people are violent, warning signs of potentially violent individuals, and violence prevention strategies. Covers what to do when confronted by any angry or hostile person, or person with a gun or other weapon. Also covers telephone or bomb threats, safe rooms, and personal protection.
Prerequisites: None

Monday, August 4, 2003	**8:00am –12:00pm**

AZG101D 1.0 STRESS MANAGEMENT
Contact Hours: 8

A discussion of stress and its effects on the body to include both positive and negative stress. This class also includes relaxation techniques used to manage stress. Please note: The class is strictly on stress reduction and not on counseling or psychotherapy.
Prerequisites: None

Thursday July 10, 2003	**8:00am – 5:00pm**

(Employee Development con't)

AZG111B 1.0 SELECTION INTERVIEWING
Contact Hours: 16

Overview of interviewing issues related to leadership. Includes the strategic importance and partnership of selection and placement, perspective of applicants, overview of the selection process, techniques for assessing job applicants, guidelines and standards for selection and placement and illegal discrimination.
Prerequisites: None

Tuesday, September 22, 2003   **8:00am – 5:00pm**

AZG111C 1.0 CAREER SKILLS
Contact Hours: 4

Overview of the importance of personal and career planning and assessing talents. Also includes working and communication styles, inventory of skills, importance of accomplishments, professional assets and liabilities, and researching opportunities within the organization.
Prerequisites: None

Friday, August 8, 2003   **8:00am – 12:00pm**

AZG111D 1.0 CUSTOMER SERVICE
Contact Hours: 8

The basics of customer service, top management commitment, listening skills, internal evaluation, goals and performance measures, empowering employees as problem solvers, feedback and rewards, the customer service process, determining customer requirements, difficult customers, customer driven management, customer relations as employee relations and a cross-functional customer driven network.
Prerequisites: None

Tuesday, September 9, 2003   **8:00am – 5:00pm**

AZG112C 1.0 RESOLVING CONFLICTS AND PROBLEMS
Contact Hours: 8

The interactive course provides facts and principles of the various types of conflict within an organization, explores effective methods for analyzing conflict and outlines an empowerment process for resolving issues, including evaluation and feedback. It also includes an inventory to identify preferred strategy and offers alternative dispute resolution options for handling conflict.
Prerequisites: None

Monday, July 14, 2003   **8:00am – 5:00pm**

AZG112D 1.0 TIME MANAGEMENT
Contact Hours: 8

This class shows participants the importance of time and its peculiar nature. The class provides examples of ways individuals waste time and helps participants identify those significant to their respective job. The class helps participants build awareness of lost-time practices, situations, and remedies to those practices, making them more efficient on the job.
Prerequisites: None

Thursday, September 18, 2003   8:00am – 5:00pm

AZG112E 1.0 PROJECT MANAGEMENT
Contact Hours: 16

This class provides an introduction to the basic principles and practices of project management. Participants learn how to define and organize a project; plan a project using WBS, Gantt Charts, and Network Diagrams; implement and control the successful completion of a project; and how to effectively complete and evaluate a project.
Prerequisites: None

Monday, September 29, 2003   8:00am – 5:00pm

HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS)

ADHRMS101 1.0 HRMS PERSONNEL
Contact Hours: 8

This class explains the Human Resource Management System HRMS functions and it's components as well as how to properly fill out the HRMS41 form. Participants also log on to HRMS review screens enter employee information into the Payroll/Personnel system and calculate an adjusted hire date for a rehired state employee.
Prerequisites: None

Tuesday, July 15, 2003	**8:00am – 5:00pm**
Tuesday, August 26, 2003	**8:00am – 5:00pm**

ADHRMS102 1.0 HRMS PAYROLL
Contact Hours: 8

This class introduces participants to the HRMS Autopay System and the HRMS Time and Attendance System. Participants learn how to properly code timesheets, review how to fill out timesheets and enter exception codes into the Time and Attendance System.
Prerequisites: HRMS Personnel

Thursday, July 17, 2003	**8:00am – 5:00pm**
Thursday, September 2, 2003	**8:00am – 5:00pm**

ADHRMS103 1.0 HRMS PAYROLL SUPPLEMENTALS & HANDWRITES
Contact Hours: 4

This class focuses on the correct procedure to process payroll Supplementals and Handwrites.
Prerequisites: HRMS Personnel and HRMS Payroll

Thursday, August 14, 2003	**8:00am – 12:00pm**
Thursday, September 4, 2003	**8:00am – 12:00pm**

LEADERSHIP (BASIC SUPERVISION)

AZG111F 1.0 MANAGING EMPLOYEE PERFORMANCE
Contact Hours: 8

This class focuses on coaching as a tool to enhance performance. It defines the process to establish an employee performance plan and conduct employee performance evaluations. The class demonstrates the process of feedback throughout the rating periods and techniques for an effective employee performance planning appraisal session. It offers complete documentation according to agency requirements.
Prerequisites: Styles of Supervision

Tuesday, July 22, 2003	**8:00am – 5:00pm**
Tuesday, August 26, 2003	**8:00am – 5:00pm**
Wednesday, September 17, 2003	**8:00am – 5:00pm**

AZG111G 1.0 STYLES OF SUPERVISION
Contact Hours: 8

Overview of effective supervisory and coaching techniques which include introduction to supervision and leadership.
Prerequisites: None

Tuesday, July 1, 2003	**8:00am – 5:00pm**
Tuesday, August 5, 2003	**8:00am – 5:00pm**
Wednesday, August 27, 2003	**8:00am – 5:00pm**

AZG111H 1.0 COACHING EMPLOYEES
Contact Hours: 8

Overview of effective coaching as a supervisory skill, coaching for improved performance, effective listening skills and communication skills.
Prerequisites: Styles of Supervision

Tuesday, July 8, 2003	**8:00am – 5:00pm**
Tuesday, August 12, 2003	**8:00am – 5:00pm**
Wednesday, September 3, 2003	**8:00am – 5:00pm**

AZG112A 1.0 TEAM LEADERSHIP AND DEVELOPMENT
Contact Hours: 8

Overview for creating and developing team leadership and development techniques in an effective organization. Includes organizational behavior, diversity, motivation and performance management, conflict management, team communication and goals
Prerequisites: Styles of Supervision

Tuesday, July 15, 2003	**8:00am – 5:00pm**
Thursday, August 14, 2003	**8:00am – 5:00pm**
Wednesday, September 10, 2003	**8:00am – 5:00pm**

AZG112B 1.0 POSITIVE AND NEGATIVE EMPLOYEE BEHAVIOR
Contact Hours: 8

Overview of how to positively reinforce your employees through empowerment with an overview of how to discipline employees.
Prerequisites: Styles of Supervision

Tuesday, July 29, 2003	**8:00am – 5:00pm**
Thursday, August 28, 2003	**8:00am – 5:00pm**
Wednesday, September 24, 2003	**8:00am – 5:00pm**

OTHER COURSES

ADGAO100 1.0 TRAVEL POLICY
Contact Hours: 4

This class focuses on the Travel Policy and its relationship to the travel claim form. The two travel contracts will be explained and tips will be provided for travel reimbursement.
Prerequisite: None

Tuesday, July 22, 2003   **1:00pm – 5:00pm**

ADGAO101 1.0 TRAVEL ARRANGING
Contact Hours: 4

This class explains the travel exception process, including the procedures for reimbursement, as a result of the necessity to exceed maximum rates for lodging and meals. Use of the Internet as a cost-effective measure will be facilitated.
Prerequisite: Travel Policy

Tuesday, July 29, 2003   **1:00pm – 5:00pm**

ADSTR101 1.0 STARS Training (Introductory)
Contact Hours: 4

Basic concepts and navigational instruction of the Statewide Training And Registration System typically provided for Training Coordinators.
Prerequisite: None

Thursday, July 10, 2003   **9:30am – 3:30pm**
Thursday, July 24, 2003   **9:30am – 3:30pm**
Thursday, July 31, 2003   **9:30am – 3:30pm**
Thursday, August 14, 2003   **9:30am – 3:30pm**
Thursday, August 28, 2003   **9:30am – 3:30pm**

INV1010 1.0 BASIC REGULATORY INVESTIGATOR COURSE (BRIC)
Contact Hours: 48

This course is intended for employees who have responsibilities to conduct civil investigations. The primary objective is to provide the basic investigative concepts, skills, and techniques related to investigative conduct, including the importance of staying within their legislated authorities, understanding the practical distinctions between external, civil administrative and criminal investigations and other related areas. Provides the basic information needed to conduct administrative or regulatory investigations within the authority of the Arizona Boards and Commissions.
Prerequisite: None

NOT BEING OFFERED AT THIS TIME

ADOML100 1.0 OPEN MEETING LAW
Contact Hours: 4

This class will focus on the basic requirements of the Open Meeting Law, including both Public and Executive Sessions. Special emphasis will be placed on Agenda Writing and Notice Requirements. This class is taught by a representative of the Arizona Attorney General's Office.

Tuesday, August 19, 2003   **8:30am – 12:00pm**

PUBLIC PROCUREMENT

ADAZSPO101 1.0 CERTIFICATE IN PUBLIC PROCUREMENT
Contact Hours: 8

This one-day class provides procurement customers (end-users), vendors and professionals with a fundamental understanding of public procurement and a common lexicon of procurement. It focuses on the laws and regulations that govern public procurement practices in Arizona and explains the various procurement methods available. The primary focus is to eliminate the mystery of public procurement and to serve as the basis for advanced Arizona State Procurement Institute classes. The target audience is everyone who develops, uses, or is affected by public buying or contracting in Arizona, including anyone with purchasing authority for an agency, those who supervise purchasing, activities, end-users (customers of procurement) and program, auditing and accounting personnel. This course is the prerequisite for all other State Procurement Institute offerings, with the exception of the "Doing Business with the State" series.
Prerequisites: None

Tuesday, July 29, 2003   **8:30am – 5:00pm**

ADAZSPO201 1.0 FOUNDATION CERTIFICATE IN PUBLIC PROCUREMENT
Contact Hours: 8

A one-day course that provides a basic understanding of the principles and skills needed to conduct informal solicitations (purchases under $35,000) in compliance with the Arizona Procurement Code. This competency-based course covers fundamental processes and techniques to enhance the professional development in the field of public procurement. Completion of this Foundation Course is required of procurement professionals in Arizona state agencies with delegation authority.
Prerequisites: None

Tuesday, August 5, 2003   **8:30am – 5:00pm**

ADAZSPO301 1.0 JOURNEYMAN PROCUREMENT
Contact Hours: 16

A challenging two-day course covering advanced governmental procurement techniques. The class addresses such topics as determining the best vendor selection technique for a solicitation, acquisition planning and value analysis. The course also provides an overview of terms and conditions, and provides an introduction to the Uniform Commercial Code. The target audience is career path procurement officials.
Prerequisites: None

Tuesday, September 9, 2003   **8:30am – 4:30pm**

ADAZSPO401 1.0 PROFESSIONAL CERTIFICATE IN PUBLIC PROCUREMENT
Contact Hours: 16

This class focuses on the management and administration aspects of governmental procurement. The academic topics covered in this course include; privatization programs; contract performance and procurement benchmarking; protests and claims; dispute resolution; negotiations; and supervision of procurement practitioners. Completion for certification requires a passing grade on a written examination at the close of each class.
Prerequisites: None

Tuesday, September 23, 2003   **8:30am – 5:00pm**

ADAZSPO505 1.0 CONTRACTING FOR SERVICES IN PUBLIC PROCUREMENT
Contact Hours: 16

Contracting for Services in Public Procurement is a two-day workshop on the special consideration for services contracting. The class explores the advanced procurement methods available to governmental procurement practitioners and focuses on preparing a request for proposal, including writing a scope of work, designing a pricing structure, determining required Offer or qualifications and selecting evaluation criteria. Participants gain an understanding of service contracting evaluation. Including the evaluation committee. The overall process, evaluation documentation, negotiation and best-and-final offers, contract award and vendor debriefing. This class also introduces aspect of contract monitoring and administration, such as contract amendments, extensions and breaches.
Prerequisites: None

Wednesday, August 13, 2003   **8:30am – 5:00pm**

ADAZSPO510 1.0 SPECIFICATION WRITING for PUBLIC PROCUREMENT
Contact Hours: 16

This competency-based, one-day workshop approaches the responsibility for communication among the end-user, the procurement professional and the vendor from a technical writing perspective. Participants learn about tools and methods to avoid ambiguity, enhance clarity and increase credibility in their descriptions of services and commodities.
Prerequisites: None

Wednesday, August 27, 2003   **8:30am – 5:00pm**

ARIZONA GOVERNMENT UNIVERSITY

Training Division 100 N. 15th Ave. #102
Phoenix, AZ. 85007
(602) 542-6229
Fax (602) 542-0462

<u>REGISTRATION APPLICATION</u>

Enrollment in the class (es) listed below is contingent upon availability and supervisor's approval.
If a requested class is unavailable, placement will be made in the next available class**.**
<u>Deadline for enrollment is 2 working days prior to the class.</u>

- ✐ Send only one registration form per person.
- ✐ Refer to the Arizona Government University web site: www.azgu.gov or the Program Course Schedule for any prerequisites.
- ✐ Please provide cancellations in writing or by fax, **two** working days prior to class.

*To register for a class, please **PRINT** information in the spaces below.*

1. EIN (optional)_____	2. NAME (Last, First, MI)
3. Agency/Division	4. ADDRESS (Street, City, State, Zip Code)

5. Phone Number   Ext.
   (   )
	6. FAX
	   ( )

Please enter the class name and class date in the indicated spaces for each class you want to attend. If you are registering for a class that requires completion of a prerequisite course, please enter the date of completion.

CLASS NAME	CLASS DATE

Please list any ADA accommodations you may require.

_____   _____
Student Signature   Date   **Student Email Address   *REQUIRED***

I authorize the above named person to attend the requested class (es).
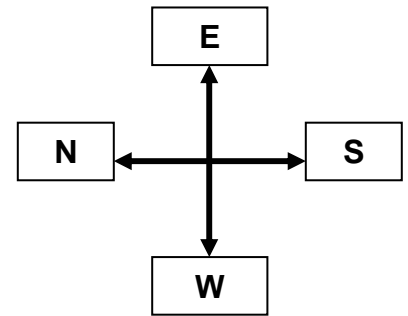
_____   _____
Supervisor's Name   **(PRINT)**   Supervisor's Signature   Date

_____   _____
Supervisor Phone Number   **Supervisor Email Address   *REQUIRED***

ARIZONA GOVERNMENT UNIVERSITY
TRAINING DIVISION
100 N 15th Ave #102
Phoenix, AZ. 85007
602-542-6229

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AzGU training division is now located at our new address: **100 N 15th Avenue**. Training classes will be held on the first floor. Parking is available on **15th Ave & Adams** also in **Wesley Bolin Park.**

7TH AVE

WASHINGTON ONE WAY

JEFFERSON ONE WAY

VAN BUREN STREET

MONROE STREET

PARKING

15TH AVE

ADOA BUILDING

WESLEY BOLIN PARK

PARKING

ADAMS

17TH AVE

CAPITOL TOWER